

Louisiana Behavior Analyst Board  
8706 Jefferson Highway, Suite B, Baton Rouge, LA 70809

**BOARD MEETING MINUTES: *October 7, 2014***

*Approved: November 13, 2014*

The meeting of the Louisiana Behavior Analyst Board (Board) was called to order by Chair Emily Bellaci at 12:08p.m., Tuesday, October 7, 2014, at 8706 Jefferson Highway, Suite B, Baton Rouge, LA 70809. Present were Board Members, Emily Bellaci, Cassie Bradford, Jennifer Longwell, Ph.D., Ellen Brocato, Kathy Chovanec and Marc Zimmermann, Ph.D. (LSBEP Board member, ex-officio nonvoting member); and, Executive Director, Kelly Parker.

The Board reviewed the October 7, 2014 agenda. Dr. Longwell moved to accept the October 7, 2014 agenda. The motion passed unanimously.

The Board reviewed the draft minutes of September 4, 2014. Ms. Bellaci moved to accept the minutes as final. The Board discussed the motion. The motion passed by majority vote as follows: Bellaci-yay, Bradford-yay, Brocato-yay, Longwell-yay and Chovanec-abstained.

Pursuant to LSA R.S.42: 6.1(4), Ms. Bellaci moved to enter Executive Session to review legal matters and discuss applicant files. The motion passed by unanimous roll call vote of the members present as follows: Bellaci-yay, Bradford-yay, Longwell-yay, Brocato-yay and Chovanec-yay.

Ms. Bellaci closed Executive Session and reported the following:

Credentials Review Committee:

Dr. Longwell reviewed the complete behavior analyst application file of Amy Impson. Dr. Longwell noted that the file met licensure requirements. Dr. Longwell moved to issue a behavior analyst license to Ms. Impson. The motion passed unanimously.

Dr. Zimmermann reviewed the registration file and additional documentation regarding Jennifer Ramirez, R-257. After careful review and discussion, Dr. Zimmermann moved to take the matter into consideration and request copies of supplemental documentation in order to evaluate the matter completely at the next meeting. The motion was discussed. The motion passed unanimously by roll call vote: Bellaci-yay, Longwell-yay, Bradford-yay, Chovanec-yay, and Brocato-yay.  
Manning – review letter in file.

The Board reviewed the file of Elizabeth Meshes and additional documentation submitted with application regarding Part IV of her application. After careful review and discussion, Ms. Bradford moved to accept the information and allow Ms. Meshes to continue with the application process. The Board discussed the motion. The motion passed unanimously by roll call vote: Bellaci-yay, Bradford-yay, Longwell-yay, Chovanec-yay and Brocato-yay.

The Board reviewed the file of Sonja Bacuetes and additional documentation submitted at the request of the Board. After careful consideration and discussion, Dr. Zimmermann moved to accept the information and register Ms. Bacuetes. The Board discussed the motion. The motion passed unanimously. Ms. Bellaci abstained from the vote.

The Board reviewed the file of Melanie Matthews. The Board reconsidered the previous motion to deny the registration of Ms. Matthews. After careful discussion, Ms. Chovanec moved to register Ms. Matthews. The motion passed unanimously.

The Board reviewed the file and additional documentation regarding registered line technician Lauren Manning, R-369. Ms. Bradford moved to request additional information, including explanation regarding the answers to Part IV of the application within 10 days from the date of notice, and if there is no response then she should immediately be revoked. The Board discussed the motion carefully. The motion passed unanimously by roll call vote as follows: Bellaci-yay, Bradford-yay, Longwell-yay, Chovanec-yay and Brocato-yay.

The Board reviewed the file and appeal for reconsideration of revocation of line technician Amy Fowler. The Board discussed the supplemental information provided by Ms. Fowler. Dr. Longwell moved to continue the revocation based on her responses to Part IV of the application but offer her the opportunity to meet with the Board to discuss same. The motion passed unanimously.

The Board reviewed the status of the behavior analyst file of Ann Eldridge, assistant file of Ashley Fournier, and line technician Amanda Fuller. After a thorough review and discussion of the situation, Ms. Bellaci moved to deny Ms. Eldridge Ms. Fournier and Ms. Fuller under the supervision of Ms. Eldridge for failing to meet licensure requirements. The motion was discussed and passed unanimously. Ms. Bellaci further moved to issue cease and desist letters to each individual. The motion was discussed and passed unanimously.

Finance Committee: Ms. Brocato reported to the Board regarding the September 2014 finances. Ms. Brocato also presented the Board with the LSBEP invoice for September. The Board discussed the finances and LSBEP invoice. Ms. Bellaci moved to approve the payment for the LSBEP September invoice. The motion passed by majority vote as follows: Bellaci-yay, Longwell-yay, Bradford-yay, Brocato-yay, Chovanec-nay. Ms. Chovanec noted she did not agree with the staff salary increases, effective in July, so she would not vote in favor of paying the invoice.

Jurisprudence Examination Committee: Ms. Bradford presented the Board with possible updates to the Jurisprudence examination. The members agreed to review the information and discuss at the next meeting.

Legislative Oversight Committee: The Board reviewed the final draft of the guidelines for supervision of line technicians. Ms. Bradford moved to adopt the guidelines with minor technical corrections and begin the rule process in June 2015. The Board carefully considered the motion. The motion passed unanimously by roll call vote as follows: Bellaci-yay, Longwell-yay, Bradford-yay, Chovanec-yay and Brocato-yay.

Policies and Procedures Committee: The Board reviewed and discussed the final draft of the renewal forms and renewal postcard. Dr. Longwell moved to accept the renewal postcard and forms with minor revisions. The Board discussed the motion. The motion passed unanimously.

Continuing Education Committee: Ms. Parker reported that the CE rules were being sent for approval to the Legislative Fiscal Office.

Discussion Items:

1. Communication with individual board members: Dr. Longwell addressed the Board regarding members being contacted by individual licensees, parents or applicants. The Board revisited the notion of putting a message on the website regarding same. After careful consideration, Ms. Bellaci moved to put a message on the website advising individuals that due to confidentiality, Board members and staff are not at liberty to freely discuss matters that are evaluated during Executive Session. The Board discussed the motion. The motion passed unanimously.
2. FARB Training: Ms. Parker presented information regarding the possibility of local board member training through the Federal Association of Regulatory Boards.
3. Board staff: Ms. Parker addressed the Board members regarding staffing issues. Ms. Parker suggested the Board consider hiring a part-time employee, solely for the BA Board, after January 1, 2014. The Board discussed the idea and agreed to consider same. Ms. Parker agreed to gather information regarding part time employee procedures.
4. Recording of meetings: Ms. Chovanec presented the Board members with a list of questions that she would like the Board's attorney to address regarding the notion of recording meetings. The Board reviewed and discussed the proposed idea. After careful consideration, Ms. Bellaci moved to deny Ms. Chovanec's request. The motion was discussed. The motion failed, 4 to 1 as follows: Bellaci-nay, Brocato-nay-, Longwell-nay, Bradford-nay and Chovanec-yay.

Dr. Zimmermann moved to adjourn the meeting at 2:09p.m. The motion passed.